

**University of Hawai'i Community Colleges
O`ahu Campuses -- Windward
Wednesday July 14, 2005
1:00 to 3:00 P.M.**

IR Cadre Polycom Meeting Proceedings

PRESENT:

Facilitator:	Cheryl Chappell-Long, APAPA	
	Earl Nishiguchi KAU CC	Guy Nishimoto, KAP CC
	Karen Hayashida LEE CC	Sam Prather, APAPA
	Jeff Hunt, WIN CC	Jeannie Pezzoli, MAU CC
	Gary Shibuya, APAPA	Esther Miller, KAU CC

Old Business

- ❑ On-line Survey Instruments – general discussion of software products “Zoomerang” and “Survey Monkey”, also “Banner” has a survey module

Continuing Business

- ❑ Self Study Demographic Information and Achievement Data (DIAD) template
 - The figures and tables in the DIAD template are the minimum required as per the direction of the Council of Community College Chancellors
 - Use excel spreadsheets embedded with the figures/tables to ensure commonality of data sources and presentation
 - The CC Academic Planning, Assessment, and Policy Analysis (APAPA) Office will pursue availability/sources of data for those figures/tables where data is not available or no longer available; data must be from an official source such as MAPS or IPEDS
 - General rules:
 - (1) Use comma separators for numbers 1,000 and greater
 - (2) Decimal Places – one decimal place for computations conducted outside of source of data
 - (3) Center justify column data
 - (4) Number of years of data to be used are displayed in the DIAD template
 - **Completion date: August 15, 2005**
- Introduction – present campus/community specific data, analyses, information as appropriate; IR Cadre member work with campus ALO
- Fig 2 Enrollment Projections – display changed to bar graph, use MAPS Enrollment Projections Middle Series
- Figs 3 & 4 Going Rate/Fall Enrollment High School Graduates -- embedded spreadsheet contains instructions for computations for individual campuses
- Table 2 International Student Enrollment – discussion to use format from UH System Self Study Accreditation and Data Portfolio Spring 2004 (p 49, Table VII-4) group by region -- APAPA lead

- Figs 7 & 8 Hawaiian Students Enrolled – use data from updated IRO report forwarded by Cheryl Chappell-Long email July 1, 2005 and in embedded spreadsheet
- Table 3 Employee Profile – APAPA lead
- Table 4 APAPA will update with 2004 information from UHCC Human Resource Office
- Fig 9 Student Retention – availability of prior years frozen views remains questionable – UHIRO may be able to provide fall 2005 views, APAPA lead
- Fig 10 Persistence – KAP has provided programming routine and instructions -- APAPA will pursue availability of frozen data views
- Fig 11 Annual Degrees and Certificates Awarded – APAPA reviewing availability and method for capturing all-certificate data
- Fig 12 Continuing Enrollment, Transfer, and Graduation – APAPA will provide new tables
- Table 6 Transfer to Other Institutions – APAPA lead
- Fig 13 Basic Skills Completion – KAP (lead), APAPA (assist) – diskettes containing data and routines distributed/mailed to IR Cadre members – IR Cadre members to confirm prerequisite course sequencing for ENG 21, Eng 22, Math 24_ with campus chief academic officer
- Figs 15 Job Preparation APAPA (lead) for standardization purposes, map data from 00-01/01-02 to 02-03 as follows: very well = well prepared, well = moderately well prepared, poorly = adequately prepared, very poorly = poorly prepared
- Fig 16 – Community College Survey Student Engagement (CCSSE) Benchmarks – Campus download chart from CCSSE website (use most recent survey data) – website and instructions embedded in spreadsheet

❑ **For the July 25th on site meeting bring electronic file (and laptop if available) and paper copy of the DIAD with your campus data**

New Business

- ❑ APAPA update
 - CCSSE – discussed the issue of whether all seven campuses participating in spring 2006 survey
 - Chancellors have requested the Self Study DIAD be available for the start of the Fall 2005 Semester
 - August 29th IR Cadre on-site meeting may be cancelled due to conflicts with other ongoing activities
 - October 27, 2005 Cal-PASS meeting - from Karla Jones, State Director, Career and Technical Education, “Since it is impossible to get everyone on the same schedule, and to respect Dr. Brad Phillips' time, I am going to set up the Cal-PASS presentation for Thursday, October 27, 2005 (time & place to be specified at a later time). Hopefully, as many of you, and whomever else you wish to attend this data-sharing presentation as you want to invite, can attend. We have been talking about this so long, I hope that we finally have a solution. You can go to www.cal-pass.org for more information.”

- BOR approved the UH System reorganization at the June 2005 meeting (<http://www.hawaii.edu/vpaa/posts/050605-cc-sys-reorg-prop.pdf>)
- Other matters
 - KAU will be piloting SAS Enrollment Management software fall 2005
 - Jeannie Pezzoli put together a spreadsheet (see attached) that shows how Santa Monica CC used data to answer questions for Standard I
 - Next Association Institutional Researchers (AIR) Conference June 10 –14, 2006, New Orleans, LA (<http://www.airweb.org/page.asp?page=11>)

Next Meetings:

On Site: Mondays (Windward CC in Ākoakoa Bldg, Rm. 107-09, 1 PM to 4:30 PM)
○ July 25

POLYCOM (as needed): Wednesdays 1 PM to 3 PM (O‘ahu at WIN CC)
○ August 10th

Attachments

Agenda July 14, 2005
Graduate and Leavers Survey Data 2000-2003 pdf. files
Accreditation Data Santa Monica CC